



OPERATIONS COORDINATOR

ORGANIZATION SUMMARY

The Hmong American Education Fund (HAEF) is organized exclusively for nonprofit, charitable, philanthropic, and educational purposes to provide educational scholarships and services to Hmong-American and other American students seeking higher education, graduate school, and professional schools.

HAEF seeks a contracted Operations Coordinator who is goal-oriented and self-motivated. The successful applicant will be responsible for supporting yearly event logistics along with managing and tracking scholarship applications; where multitasking and prioritizing are required. This position will report to one of the Co-Chair Board Member and the President/CEO.

JOB DETAILS:

- Contract remote (work from home) part-time position to start in January 2017 until December 2017 with possible renewal of position depending upon performance
- This position consist of a stipend per month
- Schedule and attend occasional HAEF organization meetings and yearly events in the Twin Cities metro area
- Maintain an organized and accurate database of scholarship applications and scholarship winners
- Communicate with applicants and winners about the scholarship process and results
- Manage the application process to identify ineligible applicants, code the applications for anonymity in the selection process, and ensure the winning applications align with HAEF policies
- Update and manage HAEF's website and facebook page
- Provide up-to-date information to the Co-Chair Board Member and President/CEO and HAEF regarding the status of applications, scholarships, and scholarship winners
- Ensure scholarship winners submit all required documents in a timely manner
- Email out communications on behalf of the President/CEO to judges for scoring scholarships
- Attend and support the annual Selection event (1st Saturday in May) and the Awards ceremony (1st Saturday in August)
- Manage the recipient photos at the Awards ceremony

- Coordinate with the President/CEO to send out scholarship checks
- Complete other tasks as assigned by the Co-Chair Board Member and President/CEO

KNOWLEDGE, SKILLS & ABILITIES:

- HAEF will loan a laptop for use and the candidate should have high speed internet access, and phone access
- Ability to work independently from home without direct supervision
- Proficient skills in email, creating PDFs, Google Drive, Microsoft Office (Word, Powerpoint, Excel), and other technology as needed
- Attention to detail, confidentiality, and critical thinking
- Able to meet deadlines and juggle multiple competing tasks and demands
- Flexibility and coordination with other team members to accomplish overall team goals

WORKING ENVIRONMENT:

There are no benefits such as health insurance, vacation, etc.

This is a remote position with no unusual physical demands. Because of the complexity of HAEF and the pace of the job, this position can be stressful at times. Weekend work required occasionally.

HOW TO APPLY:

If interested please submit a letter of interest and resume to Chue T. Vang at: scholarships@thehaef.org by 12/23/2016